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Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Miscellaneous** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Creditor Matrix**, click **Next**.

Select the Debtor(s).

Note: If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Click **Next**.

Associate the pdf file of the **Creditor Matrix along with a cover sheet**, click **Next**.

Click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

Source URL (modified on 06/15/2014 - 3:21pm):

<http://www.canb.uscourts.gov/ecf/efiling-manual/creditor-matrix>